

Answers to Frequently Asked Questions

Texas • Natural • Resource • Conservation • Commission

On-site Wastewater Treatment Research Council Fee

What Is This Fee?

The On-Site Wastewater Treatment Research Council Fee applies to all governmental entities within Texas that permit on-site wastewater treatment and disposal facilities that process less than 5,000 gallons of wastewater per day. The fee is \$10.00 for each permit application that is processed, and is mandated by the Texas Health and Safety Code, Chapter 367.

The purpose of the fee is to fund competitive grants for research, demonstration, and technology transfer for advanced alternative treatment and disposal technologies through the state's On-Site Wastewater Treatment Research Council.

How Will This Fee Be Collected?

The process of collecting this fee begins when you send your entity's On-Site Wastewater Monthly Activity Report to the Occupational Certification Section of the Texas Natural Resource Conservation Commission. Mail only the activity report to:

Texas Natural Resource Conservation Commission
Occupational Certification Section, MC-178
PO Box 13087
Austin TX 78711-3087

Please **DO NOT** send your payment with the activity report.

The Occupational Certification Section collects these monthly reports and provides the Financial Administration Division with a report that shows the number of on-site applications processed by each entity.

The Financial Administration Division then prepares and mails the bills. Each billing statement that you receive will include a perforated coupon and a return envelope, which you must use when you remit the fee.

If This Fee Is Based on the Monthly Report, Why Doesn't a Bill Arrive Each Month?

We plan to prepare your bill on a monthly schedule once we have finished implementing a new system for handling our accounts receivable. In 1996, our billing occurred approximately once a quarter. As we move towards a monthly billing schedule, please continue to be patient with us. We appreciate your cooperation. You can help us make the billing process work smoothly by mailing your monthly self-report form by the seventh of each month.

Why Must I Return the Coupon with My Payment?

The payment coupon (the top portion of your bill) contains an optical character reader (OCR) line. When we receive your payment, a computer reads your account number from that OCR line. Without the original coupon, we must send your payment to another location for manual processing. That slows our processing of your payment and raises the possibility that your payment may not be credited to the correct account.

I Have More than One Account; May I Send One Check for the Total Amount?

You may send all your payments in one envelope, but please enclose a separate check for each coupon. If the number of checks does not equal the number of coupons, we will have to process your payment manually, and your accounts may not be credited correctly.

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Where Do I Send My Payments?

You should return your payment and the payment coupon to the mailing address shown on the back of the coupon. Use the envelope provided for your convenience.

When Is My Fee Due?

Your fee payment is due 30 days from the invoice date shown on the billing statement.

Are There Any Late Charges or Penalties for Nonpayment of This Fee?

No. There are no provisions for penalties and interest on a delinquent On-Site Wastewater Treatment Research Council Fee.

Where Should I Send Information Regarding My Fee Account?

If you wish to provide the TNRCC with information regarding only your fee account, please mail your correspondence to:

Texas Natural Resource Conservation Commission
Financial Administration Division, MC-214
PO Box 13087
Austin TX 78711-3087

For your account balance or for information regarding your billing statement, you may contact the Financial Administration Division at (512) 239-0343.

Where Do I Send Address Changes and Entity Contact Information?

Address changes and entity contact information should be made to the Occupational Certification Section at the following address:

Texas Natural Resource Conservation Commission
Occupational Certification Section, MC-178
PO Box 13087
Austin TX 78711-3087

Where Can I Get More Information?

Should you have questions about the **assessment of this fee**, please contact the Occupational Certification Section at (512) 239-4799. Regardless of your entity's activity level, you must send the self-reporting activity report to the Occupational Certification Section. To make other arrangements for months in which your account has no activity, you must contact the Occupational Certification Section.

If you have **technical questions** about your on-site wastewater program or desire additional information about administrative requirements, contact the Field Operations Division at (512) 239-0400.



TEXAS NATURAL RESOURCE CONSERVATION COMMISSION
Financial Administration Division, MC-214
PO Box 13087
Austin TX 78711-3087

The TNRCC is an equal opportunity/affirmative action employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation or veteran status. In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting the TNRCC at (512)239-0010, Fax 239-0055, or 1-800-RELAY-TX (TDD), or by writing P.O. Box 13087, Austin, TX 78711-3087.